

# **12 FAM 080 PRIVACY ACT AND DECLASSIFICATION DIVISION (DS/PPB/PAD)**

## **12 FAM 081 RESPONSIBILITIES**

*(TL:DS-39; 8-15-94)*

- a. Administers the DS Freedom of Information and Privacy Act Program.
- b. Formulates policies, rules and regulations for DS in implementing the public access provisions of the Freedom of Information Act (5 U.S.C. 552), the Privacy Act (5 U.S.C. 552a), and the Executive Order on National Security Information (E.O. 12356).
- c. Processes all direct requests from the public and referrals from other agencies for DS records under the provisions of the Freedom of Information Act, Privacy Act, and E.O. 12356. All requests for DS records are made to A/IS/FPC/RD, and replies are processed through the A/IS/FPC staff.
- d. Informs requesters in writing of the Bureau's initial determination about whether agency records can be released and advises requesters of the right to appeal denial of access and/or request for amendment of record.
- e. Reviews documents for which denials of access have been appealed and makes recommendations on the continued withholding of information to the designated appeal authority.
- f. Responds to lawsuits under FOIA and other laws, in coordination with the Office of the Legal Adviser, that involves submission to the court of affidavits, depositions, interrogatories and other legal documents.
- g. Takes appropriate action to extend or modify the classification of the Bureau's records as may be required by the controlling executive order and/or agency policy.
- h. Processes requests for the amendment of security information as provided under the Privacy Act and determines whether a security record should be amended by deleting or expunging documents from the file or incorporating a requester's letter of explanation into the security record.
- i. Ensures that official records are appropriately amended so as to be accurate, relevant, timely, and complete and that prior recipients of the document are notified of such amendment(s).

j. Provides policy guidelines to Bureau offices on controlling information that is subject to the Privacy Act especially as it pertains to the collection, use, maintenance, and dissemination of personal information.

k. Processes and reviews internal requests for DS records; e.g., grievance actions, EEO complaints, security clearance suspensions and revocations, and suitability cases.

## **12 FAM 082 REQUESTS FOR DS INFORMATION**

*(TL:DS-39; 8-15-94)*

Requests for access to DS records under the provisions of the Freedom of Information Act, Privacy Act, or E.O. 12356 must be made in writing and sent to IM/IS/FPC. A carbon copy may also be sent to DS/PPB/PAD. See 5 FAM.

## **12 FAM 083 THROUGH 089 UNASSIGNED**

